



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

ARMY CONTRACTING AGENCY
HEADQUARTERS, NORTHERN REGION
CAPITAL DISTRICT CONTRACTING CENTER
9410 JACKSON LOOP, SUITE 101
FORT BELVOIR, VIRGINIA 22060-5134

SFCA-NR-CDCC

12 March 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY 07 Cut-Off Dates for Submission of Purchase Requests to the Capital District Contracting Center (CDCC)

1. The Capital District Contracting Center is establishing its FY 07 Cut-Off dates for receipt of procurement requirements that must be awarded by 28 September 2007. The establishment of and adherence to these dates will ensure that all categories of FY 07 procurements, and certain FY08 requirements, are awarded prior to the end of the current fiscal year or are ready for continuation into the new fiscal year. Submission of requirements after the established cut-off date or submission of incomplete packages may result in the increased risk that FY 07 requirements will not be awarded prior to the end of the fiscal year.
2. Addressees are urged to submit purchase requests as soon as possible throughout the fiscal year to ensure that acquisition needs are met. The established procurement lead time for contract award is affected by various factors, such as the Federal Acquisition Regulation (FAR) requirement to post pre-solicitation notices for all open market acquisitions over \$25K on the *FedBizOpps* web page; Department of Defense requirement for Central Contractor Registration of a successful offeror prior to award; and requirements for all holders of multiple award schedule (MAS) contracts to have a fair opportunity to compete for task orders for services over \$100K. As a direct result, it is imperative that you meet the established cut-off dates.
3. A complete requirements package is needed prior to commencement of the acquisition process. A complete requirements package includes: the Purchase Request, Approval to award a Service Contract (if required), Market Research, the Justification and approval if Sole Source is anticipated, the Independent Government Estimate (for all requirements \$100 Thousand and above), the Performance Work Statement if required, and the Quality Assurance Surveillance Plan along with the Performance Requirement Summary if required. Please review your requirement package to ensure the information that follows is provided:
 - a. Requisitions must have appropriate funds certified by a fiscal officer. The fund citation for each requisition should contain 65 characters.
 - b. Full description of services, when applicable.
 - c. For continuing work, existing contract/purchase order number.

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- d. Serial numbers and location of equipment (applicable to maintenance and lease services only).
 - e. Any special instructions.
3. FY-07 funded purchase requests for supplies, equipment, and services must be received at CDCC by the following dates to ensure that award is made by 28 September 2007:

Open Market Acquisitions Greater than \$250K	4 May 07
Open Market Acquisitions between \$100K - \$250K	8 June 07
Open Market Acquisitions between \$25K - \$100K	10 Aug 07
Competitive Acquisitions under SBA 8(a) Greater than \$250K	27 July 07
Sole Source Acquisitions under SBA 8(a) Greater than \$250K	13 July 07
Competitive Acquisitions under SBA 8(a) Less than \$250K	10 Aug 07
Sole Source Acquisitions under SBA 8(a) Less than \$250K	24 Aug 07
GSA Schedule Procurements	1 Aug 07
Task Orders for Services Greater Than \$100K* Under MAS**	27 July 07
Task Orders for Services Less Than \$100K	30 Aug 07
FY-07 Contract Modifications and Options required 1 Oct 07	9 July 07

Delivery Orders and Other Task Orders under Existing Contracts** 1 Aug 07

* Including the value of any option items.

** Including General Services Administration Federal Schedule Contracts, and Army Small Computer Program contracts and other government-wide acquisition contracts for information technology.

*No Purchase Orders will be accepted beyond this date

4. If the cut-off date for an acquisition is approaching and funds are not yet available, addressees should consult with their resource manager to determine if the acquisition is suitable for solicitation as a "Subject to Availability of Funds (SAF)" acquisition with a high probability that the requirement will not be canceled. Purchase request for a SAF acquisition must contain the

following statement signed by the resource manager: **"This requirement is included or provided for in the financial plan for FY-07. The accounting classification will be _____ . This statement is not a commitment of funds."**

5. Purchase requests for FY-08 funded services (options and new acquisitions) that begin on 1 October 2007, must be submitted by **9 July 2007**. Notify CDCC by this date if you do not intend to continue contracting for a service. Purchase requests citing FY-08 funds submitted before 1 October 2007 must contain the following statement signed by the resource manager: **"This requirement is included or provided for in the financial plan for FY 08. This statement is not a commitment of funds." If DoD is operating under an FY-08 Continuing Resolution Authority, the resource manager will provide certification statement of the amount of funding that is available for performance NLT 12 October 2007."**

6. The Director, CDCC, must approve any and all exceptions to the cut-off dates as published. Any requirement received after the designated cut-off date must include a statement, approved by the activity director or his/her designee, identifying the impact to your activity if the requirement is not processed during FY-07. The Director, CDCC, will then consider your request for exception. Only emergency requirements will be accepted after 21 September 2007.

7. The CDCC will do everything possible to work with customers to satisfy requirements after the established cut-off dates; however, the CDCC has a finite capability to process late requirements. Budgetary constraints may mean that customer-funded overtime is the only method to provide the CDCC with additional flexibility to accept requirements after the established dates.

8. POC for this memorandum is Brenda Jackson-Sewell, 703 806-0034, brenda.jacksonsewell@belvoir.army.mil.



CHRISTINE THOMPSON
Director

Encl

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